

VMR-VRO GUIDELINE - USE OF SHORT NAMES

Checklist Reference - None

How are short names used?

Short names in the vendor database are used to identify types of organizations, for a simpler way to find a vendor, or as a place to use acronyms. The basic rules for short names are:

- Use the last name of an individual
- Enter as much of the business name in the field as possible

Specific groups of organizations have standard short names to find them in groups, and then sort alphabetically in Name 1 to find the one you want.

a. Example of types of organizations:

COUNTY	ND Counties
CITIES	ND Cities
FIRE DEPT	Fire Departments
AMBU	Ambulance Units
RESC	Rescue Units
AIRPORT	Airport Authorities
SCHOOL	All ND Schools
STATE	ND State Agencies

This list is not complete, and new ones may be added at any time.

Some companies are referred to by a common name rather than their legal name.

a. Some of these common vendors are:

KMART	Big Kmart
FSA	Food Services of America
LUNCHROOM	Great Capital Lunch Room
MDU	Montana Dakota Utilities
RED CROSS	American Red Cross
UPS	United Parcel Service

North Dakota colleges and universities have their acronyms as their short names. Since some of these institutions have more than one vendor, grouping them together by their acronym saves a lot of time when searching:

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BSC	Bismarck State College
DSU	Dickinson State University
LRSC	Lake Region State College
MSU	Mayville State University
MSU	Minot State University
MSU-BOTT	Minot State University-Bottineau
NDSCS	North Dakota State College of Science
NDSU	North Dakota State University
UND	University of North Dakota
VCSU	Valley City State University
WSC	Williston State College

Many associations and organizations have names so long they are commonly referred to by their acronyms. What happens when more than one organization has the same acronym? The only solution is to spell out the entire name in Name 1, then use the acronym in the short name for users to search on.

Examples:

AACC	American Assoc of Community Colleges
AACC	American Association of Cereal Chemists
NACE	Colleges & Employers, Natl Assn of
NACE	Corrosion Engrs Intl, National Assn of
NACE	County Engineers, National Assn of
NDASCD	Supervision & Curriculum Dev, ND Assn for
NDASCD	Soil Conservation District, ND Assn of

In addition to the acronyms in the short name, the Name 1 field cannot start with “ND”, “National Association”, “Association of”, because the primary words need to be listed first. (The names starting with “American” are left alone because usually no one will try to abbreviate it as they might the words national, association, or North Dakota.)

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.